



Photo: Shared meal, Bartek Wrześniowski, Benin, 2006

Participant's Guide

For the participants of the GLEN MTC 2017/18



ONE EUROPE
ONE WORLD!

Dear participant,

Welcome to GLEN, the Global Education Network of Young Europeans!

We are happy to have you on board!

This Participant's Guide will provide you with a first overview of the program and answer some practical questions: what GLEN is, how the Global Education Multipliers Training Cycle is organised, what you can expect from GLEN and what is expected from you etc. Furthermore you will get an insight into the various possibilities of engagement in Global Education within and around our network, in Europe and globally as well.

This Participant's Guide is valid for all GLEN participants. Please note that your national GLEN Member Organisation might give you additional requirements and guidelines that apply to you but not necessarily to participants from other countries.

We are looking forward to your contributions and engagement!

Your GLEN Team

February 2017

More general information about GLEN, among others reports and portraits of former GLEN participants: www.glen-europe.org

You will find the contact data of the all GLEN Member Organisations in chapter 1

More information for you as GLEN participant:

the internal platform GLENweb: www.glen-web.org under the group **Participants/ 2017**

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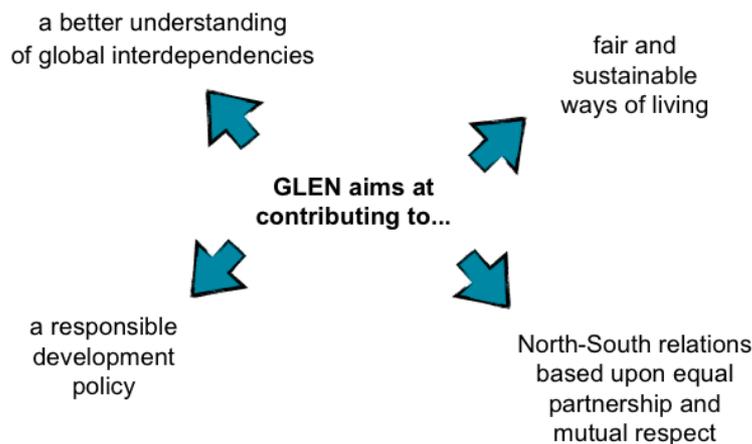
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1. What is GLEN?

1.1. Vision, mission and goals of GLEN

GLEN (Global Education Network of Young Europeans) is a European network of non-governmental and governmental organisations and committed young people who are involved in global education. It is a joint non-profit, politically independent initiative of ten organisations from the European Union.

GLEN envisions a world in which people reflect on the realities of the globalised world and their own role in it, and join hands, minds and hearts to build fair and sustainable societies.



For that, GLEN creates spaces for people and organisations to learn and develop their potential as global actors and empowers them to contribute to a fair and sustainable development of their community, country and the world. Based on its European experience as an integrated network and eager to learn from others, GLEN wants to become a global partner network, foster fair and fruitful partnerships and the joint development of global learning concepts and programmes.

The long-term goals of GLEN are:

- 1) GLEN develops and provides a non-formal global learning programme for organizations and individuals to learn and to reflect on the global interdependencies and to develop their potential and skills to become active citizens.
- 2) Organisations and individuals involved in GLEN influence local debates, bring together experience and expertise in a vivid global partner network and foster supranational integration as a contribution to fair and sustainable development of our societies
- 3) GLEN is an innovative actor in the field of "global learning" through a constant development of the concept by experience and by learning from similar educational approaches.
- 4) GLEN embraces sustainability in all its activities.

The activities of GLEN:

GLEN offers a training and experience programme for young Europeans. The core activity of GLEN is the annual Multipliers Training Cycle (MTC), consisting of Multipliers Training seminars (MTS), a three month project-based internship in Africa, Asia, Latin America or Southeast Europe as well as awareness raising and global education activities in Europe. Every year more than 100 young Europeans between 21 and 30 years old participate in this training cycle.

In order to build up capacities in Global Education and to create connections between individuals and organisations working in Global Education in Europe, GLEN organises other activities and off-cycle seminars at national and European level as well (e.g. Training for Trainers or Annual Event).

➔ Reference document: Membership Agreement of the GLEN network (May 2011)

After almost 10 years of cooperation, in 2013, the GLEN Network has reviewed its vision for the future in a participatory process involving representatives of all stakeholders. After a six-month-process including online statements, a visionary and networking seminar as well as an online discussion, the GLEN Network launched its new vision in March 2014: <http://glen-europe.org/about-glen/>. One main outcome of the process was the decision of the GLEN network to become a Global Partner Network. On the Rocket Event November 2015 the progressive implementation of the new strategy was launched. You can find more information on the GLEN website here: <http://glen-europe.org/about-glen/strategy-process/>.

1.2. Understanding of Global Education in GLEN

Global Education is an active learning process which consists of three components at the same time: knowledge, values and skills. It starts with raising a first awareness of certain problems, and then creates a deeper understanding of the complex issues behind. Thereby it aims at changing people's attitudes and encourages them to reflect on their own role in the world. Through Global Education people are finally motivated and empowered to become active in a responsible way.

Global Education is based on the universal values of tolerance, solidarity, equality, justice, inclusion and non-violence. It addresses certain topics, like global justice, environmental sustainability, peace, intercultural communication and human rights and gives tools for action and engagement.

Global Education uses active learning methods. It is partnership-based and tries to create ownership of the learning process by all stake-holders including a global educator who facilitates the whole process. Such a mutual learning shapes skills of all involved actors to become responsible global citizens.

Global Education is learning for the future. The world is becoming ever more connected, that is why it is crucial to encourage people and empower them to be active in order to lead a responsible life.

Involvement and action in Global Education in Europe is the essence of GLEN!

In the Multipliers Training Cycle (MTC), GLEN provides young people with skills and knowledge for Global Education as well as first-hand experience outside Europe and practice in Global Education activities in Europe.

1.3. Global Education on GLEN seminars

There are many possible approaches to Global Education and many possible activities that go in line with the GLEN objectives and vision. Global Education is used on GLEN seminars as a **pedagogical tool** that aims to raise awareness among participants about global issues and independencies, to show other perspectives, to foster and develop critical thinking and personal skills and to encourage young Europeans to become active for a more fair and sustainable world.

Global Education raises more questions than it brings answers. On GLEN seminars, you will experience very diverse participatory methods, including simulation games, fish-bowl discussions, team building activities, workshops with guest speakers, sport activities, etc.; everyone learns in a different way and should feel addressed by one or another Global Education method. Global Education on GLEN seminars aims at stimulating each one in his/her further reflection about his/her position and responsibility in our common global world. On GLEN seminars, teamers are together learners, and vice versa. Moreover, **GLEN seminars are based on a peer to peer learning approach and the active participation of all is needed!**

During the internship phase, you will gain further practical experiences in your host country and will eventually come back in Europe with new perspectives, inputs and questions. The goal of your **Global Education Activity** as a part of your GLEN learning cycle is to support and accompany your reflection on experiences, personal development, knowledge about global independencies gained during the whole cycle; and shape them into an activity addressed to a certain target group of your choice (pedestrians, universities, associations, young people, etc...). How it should thematically and methodically look like depends on you! Basically, you can organise a discussion round, a workshop in schools, plan an awareness raising campaign, or create an exhibition, a film, etc... by yourself or together with friends, association members, or other GLENNies. Through your Global Education Activity, you will gather further concrete experiences in the fields of project management, communication, team work, fundraising; and get a **deeper insight in a specific topic which is really important to you**. Then, on the GLEN RENew Seminar, you will have the possibility to present to the other GLENNies your Global Education Activity and to share about your experiences and results achieved. On that way, Global Education supports you in your reflection and learning process throughout the whole GLEN cycle and encourages you to become active in Global Education on global, European, national or local level.

Against the background of European histories of human and mental exploitation (Colonialism, Communism, Nazism,...), the issues of **racism and power structures in European societies** have become central themes on GLEN seminars. Not only in the context of development cooperation, but also connected to day-to-day life, you will be encouraged to reflect intensively on structural discrimination, critical whiteness and own privileges. Through different methods and approach, your team of tutors as well as professional guest speakers will support you in your own reflection process.

Quality criteria of Global Education

In order to insure the Global Education activities' quality within GLEN, we have formulated a set of criteria

A Global Education activity should:

Values

- ✓ Promote global social justice, solidarity and self-agency
- ✓ Promote respect, tolerance, equality, diversity and inclusion
- ✓ Avoid nurturing stereotypes
- ✓ Comply with the Code of Conduct for Images and Messages

Understanding

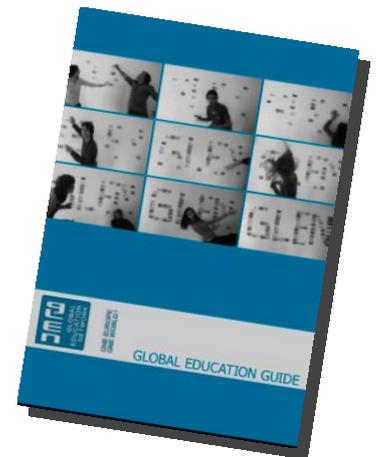
- ✓ Raise awareness of global interdependence
- ✓ Help understand your own role
- ✓ Offer more sources of information
- ✓ Encourage critical thinking

Attitudes & behaviour

- ✓ Motivate to act
- ✓ Empower to act
- ✓ Encourage further involvement

Activity sustainability

- ✓ Be regularly monitored, evaluated and improved
- ✓ Properly manage time, resources and space
- ✓ Aim at long-term impact and continuity



Examples of global education activities within GLEN

This is a list of possible Global Education activities, meant as a source of ideas for you how a Global Education activity can look like.

An activity can be big or small, you can do it alone or in a group, you can join an existing structure or create something new. You can be as creative as you want!

For example...

- ✓ <http://glen-europe.org/multipliers-training-cycle/examples-of-geas/>

- ✓ produce a film/radio feature (GLEN GEA 2013: [What kind of world would you like to live in?](#))
- ✓ publish your diary, weblog, report etc (GLEN Blog 2013 –introduction in English, blog in German-[Mobilitätsfasten](#))
- write articles and have them published in a newspaper, magazine or other media (see examples on GLENweb: Group Reports/ GEA)
- organise an exhibition, a film screening, a multi-media presentation etc.
- organise workshops and other activities at schools/universities
- organise a panel discussion, seminar, workshop, colloquium etc.
- guide an alternative “global education” city tour
- create Global Education materials: web-site, CD-R, film, teaching aid, role play, drama, brochure etc. and make them available for public use
- get active in (political) street theatre, role play, invisible theatre, artistic performances etc.
- organise a campaign, festival or other public event
- come up with a brand new idea!

Please have a closer look at the Global Education Guide of GLEN! (Available on the GLEN Website (<http://glen-europe.org/global-education/what-is-global-education>), on the GLENweb and on the seminars). During the seminars, you will of course hear more about Global Education and Global Education activities and gain new tools, ideas, methods, etc. in order to organise one yourself!

1.4. Short history of GLEN

During the enlargement process of the European Union in 2003, the ASA-Programm of Engagement Global gGmbH (at the time called InWEnt) discovered possibilities of establishing partnerships with organisations in Central and Eastern Europe that are active in development education and co-operation. During two years of implementation of the pilot project starting in 2004, 22 young people from Poland, Czech Republic, Slovakia, Lithuania, Latvia and Estonia together with participants from Germany, participated in the first training cycle and implemented global education activities in their home countries. Hungary joined the network in the second cycle of the project in 2005 when another 50 young Europeans were trained in the GLEN network.

Parallel to this, the French-German programme for development education, GéCo, was created in 2003 and carried out by the ASA-Programm and the Ministry of Agriculture in France with financial support of the German-French Youth Programme (OFAJ). GéCo enabled more than 100 French and German young people to get prepared and work together in French speaking Africa. In 2006 three pilot tri-national German-Polish-French internships took place in French-speaking African countries.

In 2006 GLEN and GéCo merged to form a bigger and stronger GLEN network together. Besides France three other countries, Malta, Slovenia and Austria, joined GLEN. Austria however left in 2008 and in 2010 the Lithuanian organisation, Kolping Society, left the network as well. The Maltese Third World Group's membership ended in 2012.

From the start, GLEN network have been organising so called “off-cycle” events and seminars such as the Euro Vision Days 2004 conference in Bollmannsruh, Germany (2004), Train the Trainers in Warsaw, Poland (2003, 2004), Lobbying training in Dujas, Latvia (2005), Development Education seminar in Kostelecke Horky, Czech Republic (2005), One Europe, One World seminar in Warsaw, Poland (2005), Global Education seminar in Lithuania (2006), Global Education seminar in Slovenia (2007), Moderation and visualisation training in Latvia (2007), Train the Trainer seminar in Germany (2007). In 2006 and 2007 the first joint development education project Eurizons – European Tour for Global Responsibility, an innovative hitch-hiking project, was carried out by the GLEN Members together with many committed volunteers and other organisations. In 2008 all of the GLEN Members celebrated European Global Education Days (EGED) which included GE activities in all Member countries as well as a “glenergetic” seminar in Germany. The next development in the GLEN Cycle was the so called Transfer Seminar, first organized in November 2009 in Czech Republic, focusing on the transfer of experience that participants gained outside Europe into Global Education actions in Europe. The Transfer Seminar was successfully repeated in Hungary in November 2010. In 2011 and 2012 the GLEN Annual Events took place, bringing together several generations of interested, motivated and active GLENnies to revive the GLEN spirit within the alumni and plan new activities and initiatives. An important outcome of the first Annual Event was the Sailing for Sustainability tour, which took place in summer 2012 as a European Global Education seminar tour,

initiated by GLEN Multipliers (alumni). Furthermore, Working Groups towards the topics of GLEN and its host partners as well as advocacy on a European level have been founded. On the 2nd Annual Event in Slovenia in November 2012, the main focus of the discussions was the cooperation with our host partners, including the implantation of Global Education outside Europe and the improvement of a more equal partnership between GLEN and its host partners.

In 2013, GLEN started to review its vision as a network. More than 60 people (host partners, GLEN Members, team members, European partners, former and current GLENNies) met and discussed the future vision of GLEN during the Visionary and Networking Seminar. The new vision was then turned into an action plan during 2014 and 2015 in the Strategy Process (<http://glen-europe.org/about-glen/strategy-process/>).

GLEN has been also present on different national, regional and European events like the European Development Days in Brussels (2006), Lisbon (2007), Strasbourg (2008), Stockholm (2009) and Brussels (2010), the Civil Society Forum in Lisbon (2007), the meetings of the CONCORD DARE Forum, the Development Education Summer School, the Global Education Congress in Lisbon and Zagreb (2012, 2015) and the Global Citizens Movement in Johannesburg and Tunis (2013, 2015).

All these events help to enhance the European networking of people and organisations that are interested in Global Education and qualify young Europeans for their future activities in development education and co-operation as multipliers, trainers or experts.

1.5. The structure of GLEN

In a broader sense, GLEN is a community of individuals (current and former participants, tutors, facilitators) and organisations in and outside Europe working together, sharing the same vision. From an organisational and legal perspective, GLEN is the network of European member organisations, whose cooperation is established in the so called **Membership Agreement**. It's important to mention that GLEN itself is not a registered legal entity but a network based on this agreement.

The main decision making body in GLEN is the **Members and Multipliers Assembly**, where the member organisations and three multiplier representatives meet to discuss the most important issues of the Network. The Members and Multipliers Assembly takes place twice a year. The day-to-day management of GLEN is done by the **Steering Committee (SC)** with the support of the **Network Officer (NO)**. SC members are elected for two years.

All the trainings and seminars are carried out by the contracted **teams** - lead facilitators, tutors, coordinators. They usually are former participants and have often been involved in GLEN for a number of years, so they play an important part in the knowledge transfer and development of GLEN as a network and program.

Every year, during the internship selection, GLEN receives applications from NGOs outside Europe who want to host GLEN participants for three months. Most of them are organisations that we have already worked with before but every year there are some new ones as well. The main role of the **Host Partners** is to host and accompany the GLENNies during their internship. Through the new Strategy 2016-2020, GLEN is building up a pilot programme to work closer with host partners and institutions in Benin and South Africa to have a reciprocal training cycle as well as to enrich the European training with new, global perspectives and methodologies.

Participants of the GLEN MTC are recruited by the National Member Organisations of GLEN (see below) and often stay involved at the national level. However this is not a rule. There are a number of participants that stay involved over the years identifying themselves mainly with GLEN on the European level. They form the Network of Multipliers of GLEN.

► Reference document: Membership Agreement of the GLEN network (May 2011)

1.6. The Member Organisations of GLEN

There are currently eleven GLEN members. For a detailed list and contact information, please visit www.glen-europe.org/about-glen/glen-member-organisations/

Czech Republic

INEX – Association for Voluntary Activities (INEX-SDA) on behalf of the Czech NGDO platform



Estonia

Estonian Roundtable for Development Cooperation (AKÜ)



France

Centre d'expérimentation pédagogique de Florac SupAgro Florac
BRECI-Bureau des relations européennes et de la coopération internationale de l'enseignement agricole



Germany

ASA Programme, Engagement Global



Hungary

Hungarian Volunteer Sending Foundation



Ireland

Development Perspectives



Latvia

NGO "GLEN Latvia"



Lithuania

Pagalbe National NGDO Platform



Poland

Polish Humanitarian Action



Slovakia

GLEN Slovakia



Slovenia

Zavod Voluntariat



2. Rights and duties of the participants of the GLEN MTC

2.1. Conditions of participation

We are happy to welcome you to GLEN and are looking forward to an enriching co-operation! We hope and expect that every selected participant will finish the whole GLEN Multipliers Training Cycle. But there might be situations where problems can occur. Thus some principles have to be set for the co-operation and procedures. By these conditions, we try to create as much transparency as possible for everybody – for the GLEN Member Organisations and for you, certainly, the participants. Of course we hope that these cases will remain hypothetical and we will do everything to make the co-operation as positive and fruitful as possible. So, don't be scared, just read it properly, keep it in mind and have a great time with GLEN!

Conditions of participation in GLEN

As GLEN is a network mainly consisting of the engagement of volunteers and committed Member Organisations, there are several conditions that are expected to be fulfilled by every participant to run a satisfactory programme for all people involved. In case you have any questions, do not hesitate to address your responsible GLEN Member Organisation to get it clarified.

- You are expected to fulfil the general commitments of all GLEN participants. Therefore, you are asked to
 - supply correct data about yourself (no concealment of important facts),
 - fully participate in both Multipliers Training Seminars in 2017 and the RENew seminar in 2018,
 - prepare yourself individually carefully for the stay in the host country and conduct the internship for three months,
 - write an **Interim Report** in the host country and the **Review sheet** after your return from abroad, as well as the **Internship Report** at the latest three months after your internship,
 - carry out at least one global education activity during the Global Education Practice Phase and make this activity accessible for us by writing a **Global Education Activity Report**
 - carry out further initiatives on global education in co-operation with your national GLEN Member Organisation, if requested by the Member Organisation
- In case there are any, you are also expected to fulfil special commitments, which are attached to the participation in GLEN by your home GLEN Member Organisation. These special commitments are agreed upon between the organisation and you before the start of the co-operation (in some cases including financial documentation of the spending of provided funds).
- As all people involved put a lot of effort into the quality and the successful realisation of your GLEN Multipliers Training Cycle, we expect a co-operative and respectful attitude of you vis-à-vis your national GLEN Member Organisation, GLEN as a network, the training team, the tandem/trinom partner(s) and your Host Organisation.
- Because we are acting in concern of important issues that promote respect and tolerance, we expect you to align with the goals and vision of GLEN and your national GLEN Member Organisation during all activities throughout the GLEN MTC.
- Moreover, to give the chance for a fruitful stay in the South to you and all people involved, you are asked to work on the necessary skills, particularly intercultural sensitivity and language skills.

Last, but not least, you should possess the adequate physical and psychological condition for a stay in the host country and for the particular internship. In your own interest, this should be reflected self-critically primarily by yourself.

Procedures in case of non-fulfilment of the conditions of participation

The following articles are describing the procedure in case the conditions described above are not fulfilled. It might seem a little complex, but in order to find the best solution for all parties concerned, we make sure that decisions are taken together and are transparent for everyone.

- At any moment of the programme course, the national GLEN Member Organisations and the GLEN training team may raise the question whether a participant fulfils the conditions of participation. If there are doubts about it, the national GLEN Member Organisation and/or the Training Team will address the problem. The concerned participant will have enough time and opportunity to express his/her position and point of view. All parties involved will try to find a common solution.
- If the problem remains, the possibility of excluding the concerned person from the participation in the GLEN programme is discussed. The participant will be informed about this possibility by her/his home GLEN Member Organisation, or by a designed representative of the Steering Committee present on GLEN seminars. Subsequently, a discussion with the participant takes place. The parties of the discussion should include representatives of the relevant GLEN Member Organisation and/or GLEN National Coordinators, as well as a person of confidence of the concerned participant (a person who is linked to GLEN e.g. a current or former participant, a person from the home GLEN Member Organisation, the Training Team etc.).
- At all stages of such a decision making process, the Training Team, the GLEN Member Organisation of the participants' tandem partner, as well as the GLEN Steering Committee should be consulted. GLEN Members should be informed and their comments should be taken into consideration.
- The ultimate decision on the participant's exclusion from the programme or any sanctions towards her/him belongs to the participant's GLEN Member Organisation.
- Individual GLEN Members may have more rules or procedures on exclusion that have to be communicated to participants after their selection.
- If a participant does not fulfil her/his commitments during the internship in the Global South or during the Global Education Practice Phase (e.g. does not carry out any global education activities in Europe), the sending GLEN Member Organisation can demand back its financial contributions (the scholarship, flight subsidy etc.) or part of them.
- The exclusion of a participant from GLEN against her/his will is the very last resort, if no other solution can be found.

External reasons for ending a participant's participation

There are some other reasons that might cause the early ending of participation. It does not happen often in GLEN, but you should keep them in mind.

Such external reasons might be:

- ✓ cancellation of the internship due to a dangerous situation in the host country (resulting from natural disaster, political conflicts or else);
- ✓ cancellation of the internship due to an intervention of political authorities (e.g. the government of one of the GLEN sending countries or the host country);
- ✓ cancellation of the internship due to financial restrictions (e.g. in case of a sudden budgetary decision of the main donors of GLEN);
- ✓ cancellation of the internship due to other important reasons that cannot be dealt with by the GLEN team.

These are the conditions for the participation in GLEN which were decided by GLEN Member Organisations. These rules have been developed in a common discussion process and are valid without a formal contract between you and your GLEN Member Organisation. In case of exclusion of participants from GLEN, there is no entitlement to compensation and no possibility of recourses to legal action against such decisions.

Suggestion: Because an internship might be cancelled due to above-named reasons, we basically recommend you to take out a travel insurance with your airline company in case your internship should be cancelled.

2.2. What does GLEN cover?

You will get a subsidy for travel expenses for participating in two Multipliers Training Seminars (MTS) as well as to the RENew seminar. Your full participation in ALL THREE seminars is mandatory. This amount also differs according to your home country. Please check with your GLEN home organisation for the exact amount. Accommodation and board on the training seminars and on the RENew are covered by GLEN.

Once you've taken part in the training seminars, GLEN pays you a scholarship for the three-months internship in the host country, usually insurance for the stay and gives a subsidy for the flight to the host country.

The amount and procedure for receiving the scholarship, subsidies for flight and health insurance during the stay in the host country differ according to your home and host country. Depending on your national member organisation in Europe, some of you will have to organise their insurance on their own, for example, others not.

You can find the description of your conditions of participation (finances, forms to hand in, deadline, etc.) in the GLENweb here in the group Participants / 2017 / WIKI or by clicking directly here: www.glen-web.org/groups/participants/2017/wiki. This link only works if you are at the same time registered in the GLENweb. If you have any questions, please contact your national GLEN organisation for further information on the specific procedures and amounts.

Within GLEN, the conditions of your participation depend on your GLEN home organisation and can differ from one country to another! Please make sure you have understood well the procedures in YOUR case!

2.3. Allowances and scholarships from other sources

Please, inform yourself whether there are any consequences and interactions with allowances from other institutions related to you (such as child allowances, allowances from the Pension Fund etc.). In case you/your parents get child allowance and you take a semester off, make sure to clarify with your university that the participation in GLEN is accepted as education time, internship or so, otherwise there might be disadvantages. If necessary, your GLEN Member Organisation will give you a confirmation that you are a participant in the programme.

2.4. Legal basis

There will be no formal contract with the GLEN network, but each GLEN Member Organisation has the right to conclude such a contract with its participants.

A certificate in the official language of the host country, confirming the participation in GLEN and the financing, will be given to you by your GLEN Member Organisation upon your request. A copy of this certificate makes it sometimes easier to get the visa etc. The certificate might be also helpful in the host country to prove that you are a participant in the GLEN program.

GLEN Member Organisations can cancel the participation of their GLEN participants at any moment for legal, financial or security reasons.

After completing the full GLEN Multipliers Training Cycle 2017/18 (including the implementation of a Global Education Activity and your participation in the RENew) you will also receive a GLEN Certificate of participation.

2.5. Copyright regulations

The GLEN Members would like to use the results of your work during the internship and the Global Education Practice Phase, such as reports, photos, info-media etc. for their educational work, and may wish to publish it. Participants give the GLEN Member Organisation in their home country the right to use the outputs of their participation, according to the copyright laws in their home country.

At and after the seminars you will be asked to grant us the permission to use your photos as well as other participants' photos, where you might appear, for the use in the promotional materials of GLEN (website, brochures etc.). If you do

not want to grant us this permission, please communicate it clearly to the seminar facilitators or your National Coordinator.

However, this does not mean any restriction to your private use of the outputs of your GLEN internship. On the contrary, we appreciate your making the materials available to other organisations, forums or media.

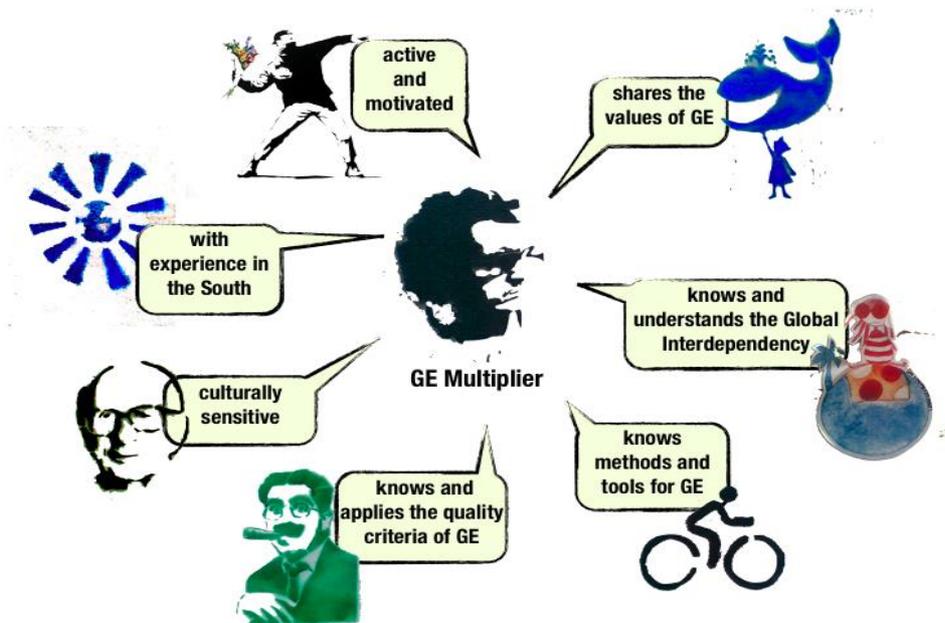
3. GLEN Multipliers Training Cycle

Having dealt with the goals of the programme, as well as the financial and legal background, we now turn to the core of your participation: the **Multipliers Training Cycle (MTC)** and start with the **Multipliers Training Seminars (MTS)**.

Throughout the Cycle, you will need to show lots of self-initiative and to start getting prepared before the first MTS already. For this, please follow very consciously the Checklist for the Cycle: What happens when? (⇒ annex)

3.1. The aims of the GLEN MTC

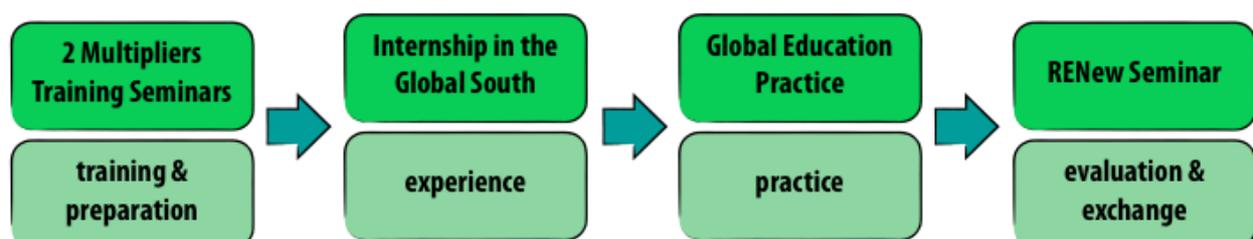
The goal of the GLEN Multipliers Training Cycle is to increase capacities of the European global education movement by training Global Education Multipliers.



3.2. What happens in the GLEN MTC?

The main objectives of the **GLEN Multipliers Training Cycle** is to train Global Education multipliers in Europe, accompany them in their learning process and encourage their further engagement in Global Education activities at all possible levels (local, regional, national, international). During the seminars, participants get trained and encouraged in their reflection on Global interdependencies, their personal development (conflict management skills, intercultural communication, reflection on privileges and racism at individual level) through the methods of Global education. Networking and engagement in Global education are provided by the GLEN learning cycle on a long term.

In this framework, each GLEN participant goes through the following phases:



- For several months, you will be trained to become a global education multiplier and accompanied in your personal preparation for your stay abroad. You will take part in two training seminars of 5 days each, meet your tandem partner(s), improve your language skills and contact your Host Organisation. During the two training seminars, you will receive input on contents and methods regarding global interdependencies and global education as well as accompaniment in your personal preparation of your stay in international team in the Global South.
- During your 3-months internship in the host country, you will work at and with your host organisation. Already during your stay in the host country you will collect information and materials for carrying out global education activities in your home country.
- After having returned from abroad, it will be time to organise the global education activities in your home country based on your experiences from the internship. You will have the chance to work with any target group be they students, school pupils, internet users or colleagues at work. If you would like more support in global education activity planning, you will be invited to contact your GLEN national coordinator.
- During the last phase it will be time to evaluate the whole Cycle, learn from your own and other's experience, exchange and plan new global education projects on national or European level together with your GLEN colleagues at the RENew seminar.

3.3. The timeline of the MTC 2017

date	activity	venue
Nov-Feb	Participants selection	in each country
April 24-29	First Multipliers Training Seminar GLEN Anglo	Werftpfuhl, Germany
April 10-15	First Multipliers Training Seminar GLEN GéCo	St Dié, France
June 12-17	Second Multipliers Training Seminar GLEN Anglo	Czech Republic
Jun 30 – July 5	Second Multipliers Training Seminar GLEN GéCo	Germany, Erbach
Jul-Oct	Internships in the South	host countries
Nov-Mar 2018	Global Education Practice	home countries or at European level
Mar 2018	RENew Seminar	Venue to be decided

Your full participation in ALL THREE seminars is mandatory.

4. Multipliers Training Seminars 1 and 2

4.1. Seminar groups of GLEN

The Seminar Phase consists of two Multipliers Training Seminars, five days each, with one additional day for the team members (six days in total). The teams have the possibility to arrive one day before the official start of the seminars. The seminars take place around April and June, hosted by two different GLEN members.

During the Seminar Phase, the participants go through the cycle either of the two GLEN seminar groups. GLEN Anglo and GLEN GéCo.

GLEN Anglo and GLEN GéCo have separate training teams and seminars.

Both groups have about 50 participants, which are split into 20-25 projects. The participants receive training in Global Education, reflecting on the role of Europe in global development and gathering practical experience in the host countries. For **GLEN Anglo** the working language is English.

You will receive more information about the training seminars (places, how to get there etc.) with in the invitation sent by your lead facilitators via e-mail.

In **GLEN GéCo** the working language is English with occasional sessions for French speaking participants in French. Furthermore, some of the GLEN GéCo seminars focus on the global issues linked to agriculture and sustainable development during the seminars and in the internships abroad.

4.3. Keep in touch via GLENweb

GLENweb is GLEN's web platform for all former and current GLEN participants, GLEN members and multipliers. Once you have confirmed your participation in the GLEN MTC 2017/18, you will automatically get your access data to your GLENweb account via email. GLENweb is the virtual meeting point of the network: here, all generations of GLENNies can get in touch, exchange their ideas and projects and plan together new GE activities, or simply organise car sharing to the next seminar place...

It is very important that you take a little time to get familiar with the GLENweb; otherwise you might miss some important information given by the team or the Member organisations during the cycle. Indeed, all needed information related to your participation in the GLEN MTC will be published on GLENweb: participants lists, the contact of your tutors, of your host organisation and of your predecessors, the detailed description of your internship as well as the administrative documents you will need for your scholarship and so on... We tried to make it as user-friendly as possible and you can find in the category network/videos some tutorial videos which accompany you in your first steps into GLENweb. If you encounter any problem, do not hesitate to contact Tilman Reuter, our GLENweb administrator (system@glen-web.org), he will support you!

We take the protection of your personal data protection seriously! On the GLENweb, we would like to invite you to read our Declaration of Data Protection, please do not hesitate to contact Lars Poignant (lars.poignant@engagement-global.de;) if you have any concerns/questions.

4.4. Content of the training seminars

Concerning the content, the seminars are based on the active contribution of the participants. Role plays and scenarios, inter-active and participatory methodologies have a high value at the seminars. Furthermore, experts and external resource persons are invited.

The main topics of the training seminars are:

- ✓ global education and global interdependencies: theory on content and methods as well as planning and practice of Global Education Activities, reflection on privileges and power relations,
- ✓ personal development: self reflection and critical thinking, team work with tandem/trinom partner(s), preparation to (inter-)personal crisis, conflict management, non-violent communication,
- ✓ networking and engagement: getting to know GLEN more, the GLEN structure and networking possibilities.

You are responsible on your own for the topical and specific preparation of your internship. There will be some time during the seminars dedicated to tandem work on the internship, but most of the preparation concerning it needs to be made by yourself outside the seminars.

4.5. Participation in the training seminars and RENew

Please take into account the dates for the training seminars early enough, to organise the leave from work and/or university, plan the exams etc. On request, GLEN gives you a certificate concerning the trainings. By the way, you may want to discuss with your examination or internship office, whether your GLEN internship could be accepted as an internship in frame of your studies.

Insurance for the seminars

Please make sure you have a valid health, accident and liability insurance during your stay at both training seminars that take place in Germany/Czech Republic or in France/Germany. Contact your insurance company in order to find out if you need e.g. special forms.

Child care

You have a child and do not know who could look after him/her during the trainings? Write to your Lead Facilitators early on before the seminars, and we will try to find a solution together with you.

Evaluation of the seminars

In order to be able to monitor the impact of our program on our participants and on their learning process, as well as to be able to improve constantly our work, GLEN asks its participants to participate in a long-term evaluation.

You, as participants, will go through an evaluation cycle of at least four online questionnaires:

- **Impact Study 0** is done after the selection of the participants and before the 1st MTS. The participants indicate their expectations towards the GLEN MTC and their qualifications, experiences, interests so far.
- **Impact Study 1** is sent to the participants right after the second MTS. The participants are asked about their learning process, their satisfaction towards the seminars, their gain of knowledge in specific areas, their proposals of improvement for the MTS. The results of these both studies will be evaluated in one common report and sent around to all of you and to the teams, as basis for further improvements.
- **Impact Study 2** is sent to the participants after the RENew.
- **Impact Study 3** is sent to the participants one year after the RENew
- **Impact Study 4** is sent to the participants five years after their participation

So concretely, you will receive an online evaluation form before the first seminar and one right after the second seminar. Please fill them in carefully! We need your feedback to make the programme and the trainings better every year!

4.6. Language

Improving your language skills:

Without sufficient language skills, nothing works! Depending on which group seminar you do you belong to, you should be able to speak very good English or French depending on which project you have applied for. If another language is required for your practical phase abroad, you should also be able to communicate well in the working language (English, French, Spanish, Russian, etc.). That is very important for your participation in the training seminars, for the communication with your host organisation, for writing necessary reports and also for the implementation of common European activities during the Global Education Practice Phase!

Language skills often play a key role in the success of an internship. It is often underestimated, but feedback reports from participants and host organisations during and after the GLEN internship often show severe problems resulting from insufficient abilities to communicate. Therefore, GLEN encourages you to improve your language skills or to take intensive language trainings before leaving.

5. Internship in the Global South

5.1. Leaving your home country

Planning the journey

Plan the dates of the journey together with your tandem partner and your host organisation early enough after the first seminar. It is only you who is responsible for the planning and the purchase of the ticket. The earlier you book, the more the fixed GLEN flight subsidy will cover your real costs

Your GLEN home organisation needs a copy of the plane ticket which shows both the dates and the destination of the flight.

The subsidy for the flight and the scholarship will be transferred to your bank account in most of the cases about four weeks before your departure. It depends on your financing GLEN Member organisation. For this, you need to send your financing GLEN organisation the Journey and Bank Data Form where all important data are mentioned at least eight weeks before your departure.

Rebooking and date changes must be reported to the GLEN home organisation immediately, for then, the insurance must be modified as well. **Please, mind the different procedures and conditions for your scholarship and subsidies depending on your home organisation!**

Travelling climate-friendly!

The goals of GLEN that we mentioned at the beginning reach their limits when it comes to the journey to the host country: for to fly means to emit an enormous amount of CO₂. But is there an alternative?

- ✓ Travel by train. What about experiencing an incredible journey with Trans-Siberian Magistrale?
- ✓ Travel by ship. Choose the exotic with all its special attractions!
- ✓ Compensate for emissions at initiatives such as Myclimate or Atmosfair. At these organisations, you buy a "climate ticket". This money goes to support projects to do with climate in Southern countries. More information and a calculator for emissions can be found at www.myclimate.org and www.atmosfair.de.

Visa

You are responsible for getting your visa and for getting the right and updated information on the visa needed for your staying three months in an internship in your host country. In many cases now, a tourist visa is not allowed for doing an internship. Please inform yourself on the regulations of your host country beforehand! To get information about the visa and residence conditions, please contact the embassy of the host country. Dealing with visa matters can take a long time and the conditions might change very suddenly. Thus, it is highly recommendable to take care of this early enough and to check carefully the necessary formalities. In some cases, references of the partner in the host country are needed. If you encounter any problems in getting your visa, do not hesitate to contact your national coordinator as early as possible for help.

Fundraising

We encourage you to look for additional funds to your scholarship, in order to help you finance most of the costs of your stay abroad.

We also encourage you during the preparation to think about and get involved in ways of supporting your internship through contacts to companies etc., sponsoring or donations. Here are some examples:

- collect tools and equipment from workshops (depending on internship: books, teaching aids, work clothing etc.),
- ask transport companies whether they will agree to a free transport of material,
- build contacts to companies etc. in your home countries that pursue similar interests to those of your internship abroad,

- co-operate as regards the content of your internship with relevant partners from the economy/business, universities, NGOs etc.
- start thinking about sponsoring after your internship: e.g. banks, institutes or embassies may offer rooms for exhibitions.

Material donations and newly established contacts have helped a great deal in the past. Please do look beyond your internship and start thinking early about different ways of supporting your internship through third parties. This does not only mean material donations. If a company in your home country supports you and reports about your internship in their company magazine, this will be a great step!

Please check early enough with the GLEN Member organisation in your home country, whether it can give out certified receipts for financial and material donations.

5.2. Health and Insurance

Vaccinations/health care

You are responsible for getting the necessary vaccinations and health care. Please inform yourself about the needed or mandatory health protection measures (vaccinations, prophylactic behaviour in tropical countries). For further information, please contact medical specialists, institutes for tropical diseases or the World Health Organisation (WHO). Do not take health matters carelessly!

Insurance during the stay in the host country

During the stay abroad, GLEN provides you in most of the cases (depending on the GLEN home organisation) with insurance for health, liability and accidents. Your GLEN home organisation will inform you about if and how it will be arranged.

In case you want to prolong your stay abroad, you should arrange a private supplementary health insurance before leaving your home country– the costs are not very high.

5.3. The host partners of GLEN

GLEN works each year with organisations in Africa, South-East Asia, Latin America, Caucasus and South East Europe in order to connect people and organisations from the South and the North and build a bridge of knowledge and experiences.

The organisations working within the GLEN program are non-profit making organisations, local authorities, universities or international organisations working in non-profit nature activities, such as community help, social, environmental or cultural assistance.

Your host organisation made a concrete proposal to GLEN on the activities you can contribute in with your tandem/trinom for three months in September in the previous year of your participation in GLEN. Your work with the organisation will take the character of an internship, with a specific task that you should implement with your tandem/trinom partner(s) and in close co-operation with your host organisation. You will learn a lot from your hosts and from your experience, and they will also learn and exchange a lot from and with you.

You have some expectations for your stay there, and they do as well. So do not underestimate the importance of the communication with your host organisation before, during and after your stay abroad as well as the possible misunderstandings that can occur. Be careful not to overload your host organisation with your e-mails: try to cluster your questions and do write common e-mails together with your tandem/trinom partners. Basically, as your host organisation proposed the content of your GLEN internship in September of the previous year of its implementation, you should be aware that things might have changed in the meantime: for example, new colleagues joined the host structure and should overtake the accompaniment of the GLEN interns, or new needs and priorities of the host structures have been identified, or or... all these potential changes might have an impact on your internship. That's why it's crucial for you to prepare well your internship in close cooperation and discussion with your host organisation and your tandem partner!

Some host partners already hosted GLEN participants in the past. Some are new partners and are probably just as nervous as you are. The host partners may kindly support you in the thematic and logistical preparation of your stay abroad and will provide you with the necessary information. Please check with them their capacities of logistical support as soon as possible!

Best practice: to get prepared for your internship and if applicable, you can get in touch with former participants who already worked with your GLEN host organisation in the past, they will share with you their experiences and certainly provide you with useful information and tips (contacts to be found into GLENweb)!

First contact of the host organisations

Please only contact your host organisation during or after the first seminar, once you have agreed with your tandem partner on your common arrival time as well as on the questions you want to ask them.

While contacting the organisation for the first time, please send your contact person your CVs, with a short introduction, so that the organisation knows a bit more about you, such as your qualifications and experiences are. Host organisations do not receive from GLEN the CVs of the participants, we kindly ask you to do so. Thank you.

Costs of the internships

During the seminar phase, we warmly recommend you to ask your host organisation after the first email exchanges for more information about financial issues (which kind of costs you should be expecting and how high living costs actually are. For example, they might send you an estimated budget (general prices for accommodation, food, transport, etc...)). It is important for you to have a realistic overview about your expenses in the hosting country and consequently begin to save money if needed, as the GLEN scholarship partly covers your costs for the three months.

GLEN has informed all host organisations that the internships should not imply additional costs for them. The activities and tasks should be integrated, as far as possible, in the usual operating costs of the host organisation. At the same time, the internships are also not supposed to imply financial or material support from GLEN or from the GLEN participants to the host organisations. The GLEN cooperation is based on an intercultural, interpersonal exchange between the South and the North and the mutual willingness to learn from each other.

GLEN asks the host partners to support, if possible, the participants in looking for accommodation and arranging technicalities before arrival, if participants wish so. This all needs to be done in a dialogue between participants and host organisations. You do not have to necessarily choose any service offered like housing, food delivery or others. It needs to be feasible within your budget.

However, the fact of hosting interns as well as some specific contents of internships may imply additional costs for the organisation: for example in the framework of meetings, visits and business trips out of the organisation's locations. That is why we recommend you to exchange with your host organisation before your arrival about possible additional expenses related to the internship. Like this, a consensus can be found in advance about who will carry which additional costs. This exchange and discussion process should happen in a bilateral way (interns/host organisation), and will enable both you and the host organisation to better know the financial impact of the internship.

For any question about this topic, do not hesitate to contact your GLEN tutor, as well as your national coordinator!

Evaluation with the host organisations

As a matter of respect towards your host organisation, it is essential that at the end of the internship you make an evaluation meeting with your contact person in the organisation and that you send the organisation your final report once finished.

5.4. Contact with your national coordinator after arrival in the host country

After having arrived in the host country, introduce yourself to the responsible embassy or consulate of your home country or at the embassy of any other EU country. Sometimes, the embassy of your home country can help to overcome bureaucratic problems and assist you in risky situations. The GLEN Members would like to nurture good cooperation with the embassies with regard to future internships and participants.

Please also inform your GLEN home organisation about address and contact data in the host country once you arrange them.

5.5. Interim Report

After six weeks of your internship, you are expected to write an Interim Report, together with your tandem/trinom partner(s). Each of you should send it to your national GLEN Member organisation and your tutor. It should contain the first evaluation of your experiences and the progress made in the internship, as well as your ideas of topics and methods for global education activities back in Europe. The Interim Report is very important for the GLEN Members to get information on your internship and host organisation and to know if the internship should take place in the next year again. So don't forget to send it! If you have contact to other organisations which would be willing to host GLEN participants in the future, please give us their contact data via the Interim Report until the beginning of September, we will contact them during the internship acquisition phase. Please use the "Interim Report Form" (⇒ you can find it on GLEN Web, in the group Participants /2017/Documents).

6. GLEN continues: Back in Europe

6.1. Review Sheet

After returning from the internship in the global South, first, you send your Review Sheet (⇒ you can find it on GLENweb) to the GLEN Member organisation in your home country. The Review Sheet stays internal to your national GLEN Member organisation and will not be published. It is the possibility for you to express your opinion, personal feelings and impressions concerning the internship and the programme.

The Review Sheet will be used by the GLEN Members as a basis of evaluation of the internship and the co-operation with the host partners.

The Review Sheet is mandatory and should be sent at the latest three weeks after the internship to your national GLEN Member organisation. You can write it in your national language.

6.2. Internship Report

After returning from your internship in the global South, you have three months to write a standard Internship (Final) Report and to send it to your national **GLEN Member organisation as well as to your host organisation in the South**. The report should be written in English or French and have around five pages to give an overview on your internship and your experiences.

While writing, please keep in mind that the report can be used for publishing (presenting to donors, on web-site etc.), so ensure the official character of it. (⇒ You will find the guidelines for the Internship Report in English and French on GLENweb.)

Please check additional conditions with your GLEN home organisation as requirements might differ.

Why this report?

- Your report should shortly present your work in your internship and your experiences to all the concerned stake-holders and interested people (your host organisation in the South, your GLEN home organisation, your teachers, your family, your friends, etc.).
- Your report should be a tool for global education work in your home country and in Europe.
- If your report is good, it can be used by your GLEN home organisation for promotion of GLEN or be published on the GLEN homepage. So take care of the form and the quality of the language!
- Your report is meant to show the use of the scholarship to our donors, so they will also read it!

6.3. Global Education Practice Phase

An important part of your participation in the GLEN Cycle is your activity as a multiplier for global education. You will be trained to become one (if you are not already) during the seminars. Your tutors will be available for you as contact persons during this phase.

All GLEN Member organisations expect their participants to implement global education activities in their home country after their return. Each participant has to make at least one global education activity after his/her return in order to finish the GLEN Multipliers Training Cycle. The activity of global education must be documented for GLEN. Each participant has to send his/her Global Education Practice Report to your GLEN Member organisation and your tutor until **March, 2018**. (⇒ You will find the guidelines for the Global Education Practice Report in English on GLENweb.)

You will find out more about what global education is and how to organise a global education activity during the seminars and in the GLEN Global Education Guide that you can download from the GLENweb and the main GLEN homepage.

Please check the additional conditions of your GLEN home organisation and the different possibilities they can offer you for your activities.

6.4. Photos and media from your internship and/or Global Education Activity

We are always interested in receiving good photos from your internship work and interesting snapshots of your host country and its culture! Your GLEN home organisations will appreciate if you send them information about your blog, articles about your internship, photos or any other media produced by you. The GLEN website is a good means going public. Articles, pictures, weblogs and other media can be published there and will thereby reach a wider public.

We are building our photo database. If you would like to contribute, please send us your photos together with the description of the situation and the names of people on the photo. If you can, please ask them for a written permission to use the photo with their image on our materials. If not, please give us their contact data and we will ask them.

Remember that all photos and other materials need to comply with the Code of Conduct on Images and Messages (Concord, 2006). You will learn more about it at the seminars.

6.5. RENew Seminar

This seminar closes the GLEN Multipliers Training Cycle 2017/18. It will take place in March 2018 (exact time and place will be announced). After your stay abroad and your Global Education Practice Phase in your home country, at this Seminar for Review, Engagement and Networking, you will exchange your experiences, present your internship and your global education activity and develop new ideas for global education actions with GLEN. How can the engagement continue? What opportunities does the GLEN network offer? These are just some of the questions that you will discuss with the training teams and the other participants on the RENew. Both seminar groups GLEN Anglo and GLEN GéCo will join the RENew.

The participation in the RENew seminar is mandatory!

After the RENew you will receive an online evaluation questionnaire where you will be able to provide us with the feedback about the whole Multipliers Training Cycle. Please fill it in!

You will receive the invitation to the seminar later on by e-mail.

7. After the MTC: Get involved in GLEN!

You are warmly invited to continue being involved in GLEN on a European or national level. What you can do:

- become a tutor/lead facilitator in the next GLEN Multipliers Training Cycles,
- get engaged in promotion – e.g. as a graphic designer or videos producer of GLEN materials,
- become a fundraiser at the national level,

- get involved in one of the topical working groups within GLEN (Vision and strategic process of GLEN, Code of Conduct, advocacy, Cooperation with Host Partners, Privileges in Europe etc.)
- participate in the GLEN Annual Event, a seminar where all interested GLEN participants meet, connect and develop new ideas together,
- help in GLEN co-ordination at the national level – e.g. during the recruitment of the next participants,
- get involved in trainings and global education activities organised by GLEN on the European level.

Contact your GLEN home organisation for details and more ideas for your possible further involvement, we will be happy to answer your questions!

7.1. The GLEN Annual Events

In 2011, the first GLEN Annual Event gathered around 70 former and current GLEN participants as well as representatives from various fields connected to Global Education on the German, EU and global level. The main question to be scrutinized during the Annual Event was 'Are we making a difference?', thus looking at the impact that Global Education and GLEN as an actor of it has on European level and beyond. The two aspects of this most lively discussed were the question for Southern participants in GLEN, coming out of a critical assessment about GLEN's impact in the South, and the impact and involvement of GLEN on European policy level. Both resulted in the foundation of working groups dealing with further recommendations and proposals in these fields.

Apart from the input level, participants had the chance to meet and re-meet former GLEN colleagues, become informed about what's new in GLEN and had the chance to Connect & Act during a one day long Open Space session. Out of this, several ideas for new GLEN initiatives have formed and new GLEN participants will be probably able to profit from them!

In 2012, the GLEN Annual Event took place in Slovenia in November, and gathered together former and current GLEN participants, Multipliers and GLEN members during three days filled with intensive discussions, actions planning and fun. The main issues discussed within the GLEN Network during this Annual Event were on the equal cooperation between GLEN and its partners, as well as the further implementation of the Forum of Multipliers in Europe.

In 2013, the GLEN Annual Event was called "Visionary and Networking Seminar", where all stakeholders of GLEN (members, multipliers, host partners, European global educators) participated in order to re-define together the vision of GLEN in an open, transparent and participatory process. In 2014, the GLEN Annual Event was called "Shape it and Shake it Seminar" and was fully devoted to the drafting of the new GLEN strategy 2016-2020, which was completed and published during 2015's annual event, the so called Rocket Event. In 2016 the Annual Event was held in Brno, Czech Republic and was combined with the second part of the GELP project (Global Education Learning Platform).

We hope that the tradition of meeting on the GLEN Annual Events will go on and will gather again all interested GLENNies and partners for fruitful discussions! We will inform you during the seminars on the date and place of the Annual Event in 2017.

7.2. Other Initiatives

Former GLENNies have created various forums to stay together and to promote ideas and actions within Global Education. One example is the GLEN Mobility Group, which aims to among other things connect GLEN members who are interested in changing mobility patterns within GLEN and exchange ideas and experiences on sustainable mobility. If you are interested, please contact Lena Theiler (mobilitygroup@glen-europe.org) or visit www.glen-europe.org/glenmobility-group or in GLENweb Group: "GLEN mobility".

Another example was the *Forum of Global Education Multipliers e.V.*, which was founded in 2010 by former GLEN alumni, which focused on Global Education and offered a place where GLEN alumni could connect, exchange ideas, work together, and get materials, information and future trainings in GE and to share inspiration and gain motivation for Global Education Activities.

7.3. Certificate of participation in the GLEN Multipliers Training Cycle 2017/18

The certificate will be delivered only if all formal criteria of the participation in the GLEN Multipliers Training Cycle are fulfilled:

- Full participation in both Multipliers Training Seminars,
- Three-months Internship in the global South,
- Interim Report,
- Review Sheet,
- Internship Report,
- Global Education Practice Phase in home country/Europe and Global Education Practice Report,
- Full participation in the RENew seminar.

8. Annexes

Who is who in the GLEN MTC 2017?

You can read more about the structure of GLEN in this Guide. Here you will find the names and contacts of further contact person for you this year. You will find the contact data of your National Coordinator on page 10.

Steering Committee of GLEN

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GLEN Network Officer

Position open

GLEN Training Teams

Anglo			GéCo	
Function	Name	Country	Name	Country
Lead Facilitator	Lucie Jurikova	Czech Republic	Isabel Frey	Germany
Lead Facilitator	Agnieszka Bulacik	Poland	Zuzanna Mączyńska	Germany
Seminar Assistant	Kristýna Sosnovcova	Tschechien	Hauke Ebert	Germany
Tutor	Sophia Kleyboldt	Germany	Lucatina Ercolano	Germany
Tutor	Marta Kralikova	Slovakia	Martina Kollerová	Czech Republic
Tutor	Karlis Laksevics	Latvia	Christianne Lavin	Germany
Tutor	Petr Nuska	Czech Republic	Judith Rakowski	Germany
Tutor	Silvija Pupola	Latvia	Kristine Romanovska	Latvia
Tutor	Mathilde Tomasella	Germany		

GLEN Glossary

Here you will find the list of acronyms often used in GLEN, you will learn what they stand for and you will be able to check where to learn what they actually mean.

GE - Global Education - see GLEN GE Guide (available on www.glen-europe.org)

GEA - Global Education Activity - see GLEN GE Guide

GEPP - Global Education Practice Phase - see chapter 6

GLEN - Global Education Network of Young Europeans - see chapter 1

GLEN Anglo - English speaking Training Group in the GLEN MTC

GLEN GéCo - French speaking Training Group in the GLEN MTC

GLENweb - internal internet platform of GLEN – to be found under www.glen-web.org. You will receive via email your password and account name once you've confirmed your participation in GLEN 2017

HP - Host Partner of GLEN, also called: Partner of GLEN - see chapter 5

LF - Lead Facilitator - see chapter 4

MA - Members Assembly - see chapter 1

MO - Member Organisation of GLEN - see chapter 1

MTC - Multipliers Training Cycle - see chapter 2

MTS - Multipliers Training Seminar - see chapter 4

NO - Network Officer - see chapter 1

Pp - Participant of GLEN MTC

RENew - Review, Engagement and Network Seminar - see chapter 6

SC - Steering Committee of GLEN - see chapter 1

Tandem Partners - people who realise the same Internship together

TUT - GLEN Tutor - see chapter 4

Checklist for the Cycle: What happens when?

When?	What?	Done?
Before the first training seminar	Confirm your participation in GLEN to the GLEN Member organisation in your home country using the Confirmation Form (download from http://glen-europe.org/acceptance-procedure-2017). You will get after your confirmation a log-in and password for the GLENweb, where you will find the internships descriptions, the list of participants, etc.	<input type="checkbox"/>
	Contact the one or two other participant(s) of your GLEN team (your tandem partner/trinom partners), present yourself and agree on a common date of possible start of the internship.	<input type="checkbox"/>
	Inform and prepare yourself as regards the content of the internship as well as the basics of global education.	<input type="checkbox"/>
	Start your language preparation: activate your language skills, participate in language courses.	<input type="checkbox"/>
During the first training seminar	Inform yourself on health prophylactic; take first measures, if necessary.	<input type="checkbox"/>
	Get familiar with the participants of the seminar group, your tandem/trinom partner(s), the tutors, the lead facilitators, and the representative of the Steering Committee of GLEN and the members of the GLEN Member organisations if applicable.	<input type="checkbox"/>
	In the tandem/trinom, clarify the expectations towards the internship and group work and discuss your roles and ideas about the internship.	<input type="checkbox"/>
	Judge the status quo of your language skills - plan additional language acquisition, if necessary.	<input type="checkbox"/>
	Get content and methodological training and generate ideas for global education activities.	<input type="checkbox"/>
Between the first and the second training seminars	Plan a global education activity for the second training seminar.	<input type="checkbox"/>
	Plan a climate-friendly journey: get information, share ideas and experiences.	<input type="checkbox"/>
	Contact, together with your tandem/trinom partner(s), the organisation of the internship in the host country and discuss with them a possible starting date of your internship. Send them your CVs!	<input type="checkbox"/>
	Prepare a global education activity which will be presented on the second training seminar and make the written hand out presenting it. Further information about this will be given at the first seminar.	<input type="checkbox"/>
	Go on with improving your language skills.	<input type="checkbox"/>
During the second training seminar	Plan your journey: check the visa conditions, entry and residence conditions in the host country and the organisation of insurance for your internship. Check possibilities of climate-friendly travelling.	<input type="checkbox"/>
	Find additional funds for your internship: what ways are there of organising further resources for the internship?	<input type="checkbox"/>
	Implement your global education activity for other participants, tutors and lead facilitators. Be creative!	<input type="checkbox"/>
Before leaving the country	Discuss and develop further ideas on global education activities after return home.	<input type="checkbox"/>
	Clarify open questions concerning visa, dates, organisation and financial matters, especially health prophylaxis and health insurance.	<input type="checkbox"/>
Before leaving the country	At least eight weeks before leaving the home country, send the form Journey and Bank Data (on infos.glen-web.org) to your national GLEN Member organisation. Essential part of this form is copies of your travel ticket and passport.	<input type="checkbox"/>

When?	What?	Done?
	Finish necessary vaccinations and preventive measures.	<input type="checkbox"/>
After the arrival in the host country	Contact your host organisation, introduce yourself, exchange mutual expectations, and make arrangements about the course of the internship and the cooperation.	<input type="checkbox"/>
	Introduce yourself at the embassy or the consulate of your home country or, in case there is none, of any other EU country. This is mandatory!	<input type="checkbox"/>
	Inform your GLEN Member organisation about your arrival and give your contact address and phone.	<input type="checkbox"/>
During the stay abroad	Six weeks after start of the internship: send your Interim Report about internship course, problems, results, and experiences to your GLEN Member organisation and your tutor (you can find it on GLENweb).	<input type="checkbox"/>
	Global education activities: think about what information you still need to research into in order to conduct Global Education activities in your home country.	<input type="checkbox"/>
	Arrangements with the host organisation (or new potential partners) about a possible future GLEN internship. The form Internship Proposal for 2017 needs to be submitted to your GLEN National Coordinator by September, 2017!	<input type="checkbox"/>
After your return home	Three weeks after the end of the internship: send the Review Sheet (you can find it at GLENweb) to your GLEN Member organisation.	<input type="checkbox"/>
	Send the standard Internship Report of 5 to 10 pages in English to your GLEN Member organisation and your host organisation three months after your return (unless your home GLEN organisation communicates you a later deadline).	<input type="checkbox"/>
	Within five months fulfil your Global Education Practice Phase and send the Global Education Practice Report on it to your home GLEN organisation and your tutor until March, 2017.	<input type="checkbox"/>
	Send photos/other media to your GLEN Member organisation.	<input type="checkbox"/>
	Participate if you want in the GLEN Annual Event 2017 in order to connect with former GLENNies, reflect your experience and plan new activities and projects thanks to the network	<input type="checkbox"/>
	Participate in the GLEN RENEw seminar (Review, Engagement and Networking Seminar) in the spring of 2018. This is mandatory! Be ready to present and evaluate your global education activity there.	<input type="checkbox"/>
	From the end of the cycle in March 2018 engage yourself in global education in your home country and in Europe. Attend trainings for multipliers, development education seminars, volunteers' workshops etc.	<input type="checkbox"/>